



Commission on Forensic Science
Standards and Certifications Advisor Committee (SAC)

Minutes

March 16, 2016
10:00 a.m. – 12:00 p.m.
200 S. Adams Street
Wilmington DE

Attendance:

Voting Committee Members:

Clytrice Watson, Delaware State University

Johna Esposito, Supervisor of Forensic Toxicology/Acting Quality Assurance Manager

Robyn Quinn Laboratory Manager II - Controlled Substances and Arson Units

Jamie Armstrong, CODIS Administrator

Non-Voting Members:

Lisa Morris

Absent Voting Members:

Alice Briones

Lisa Schwind

David Mangler

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1. **Welcome, Call to Order**-Dr. Clytrice Watson
The meeting was called to order by Dr. Watson at 10:06
 2. **Introductions of committee members**
 - a. Jamie Watson, DNA unit
 - b. David Mangler, Director, Division of Professional Regulations
 3. **Review and Approval of September 14, 2015 minutes**
Motion to accept minutes: Johna Esposito
Seconded by Robyn Quinn

4. **New Business: 2016 Goals**

a. **Review Staff Training, certifications and professional development**

Ms. Esposito provides documents of current training activities and requirements.

b. **Devise recommendation for training and professional development**

The committee will develop a proposal to submit to the commission in June 2016 to include needs and justification for training activities for the 2017 fiscal year. The proposal will include the following:

1. Training/professional development activities and conferences
 - a. Location and cost
2. Continued Education and certification
 - a. Describe the importance of staff members to gain certification in focus areas and how to incentivize this action for employees.
 - b. The cost of certification is absorbed by the staff member. Continuous training is required to maintain certifications.
 - c. Currently, DFS does not require staff members to be certified, but depending upon the discipline, certification may be required.
3. Hiring requirements and retention
4. Committee members will provide information on training/professional development activities and certification requirements for their units. The proposal will include conferences, courses, webinars and seminars with an accompanying budget and justification.

Proposal material is due by mid-April and Dr. Watson will provide the proposal draft at the May 18th meeting.

Meeting Adjourned